



BINGHAM UNIVERSITY
APPLICANTS REGISTRATION PORTAL

GUIDE TO REGISTRATION

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Revision 1.1

BINGHAM ICT

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Errata

At the time of this publication, we have gone through the guide and have corrected all errors contained within. However, in an event you come across any typographic error, kindly send an email indicating the page number containing such error to systemadmin@binghamuni.edu.ng or webmaster@binghamuni.edu.ng

Signup

If you are reading this guide, then we assume you have your **12-digit PIN** number issued by the bank where you made payment. The PIN number will be used during the signup process. A **PDF** format of this guide is available on the application homepage. “**Click Here for Guideline/Procedure**”

Visit <http://www.binghamuni.edu.ng/admission> using a web browser. Click on the link next to **NEW USER** to sign up as a new applicant. You will be present with the following screen.



The image shows a screenshot of the Bingham University Applicants Registration Portal. At the top, there is a header with the Bingham University logo and the text "BINGHAM UNIVERSITY APPLICANTS REGISTRATION PORTAL". Below the header, there is a red, stylized text that says "Apply Now !!!". The main content area is divided into two sections. On the left, there is a collage of five photos of students, with the Bingham University logo in the center. On the right, there is a form titled "NEW USER, SIGNUP HERE". The form contains the following fields: Surname, First Name, GSM No., PIN No., Bank (with a dropdown menu showing "--Pick a Bank--"), Teller No., and Email. A "Signup" button is located at the bottom of the form. At the bottom of the screenshot, there is a footer that reads "Bingham University, Applicants Online Registration Portal 2011".

Fill all the details (Surname, First Name, GSM No., PIN No., Bank, Teller No., Email) and ensure you select the correct bank where you made your payment followed by the teller number.

Click on “**Signup**” to complete the signup process. An **SMS** and **Email** containing your login details will be sent to the email address and GSM number you entered when filling the signup form. Click on the **Login** link or wait for the count-down timer to redirect you to the login page.

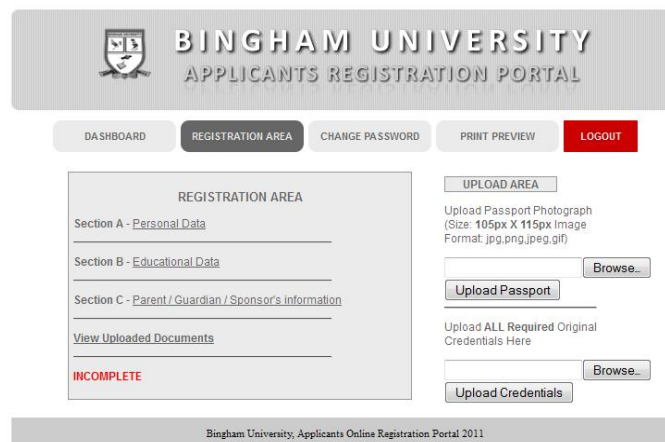
Login

You should have already received your login details (**Username** and **Password**) after signing up in the previous step. On the login page shown below, enter your username and password.



The screenshot shows the Bingham University Applicants Registration Portal. At the top, there is a header with the university logo and the text "BINGHAM UNIVERSITY APPLICANTS REGISTRATION PORTAL". Below the header, there is a red, stylized text that says "Apply Now !!!". The main content area is divided into two sections. On the left, there is a collage of five photos of diverse students, with the Bingham University logo in the center. On the right, there is a login form titled "ALREADY A USER LOGIN". The form includes a link "Click Here for Guideline/Procedure", input fields for "Username" and "Password", and a "Login" button. Below the login form, there are links for "NEW USER - Click Here" and "FORGOT PASSWORD? - Click Here". At the bottom of the page, there is a footer that reads "Bingham University, Applicants Online Registration Portal 2011".


If the details you provided are verified, you will be taken to your dashboard which has a welcome message, your username and a mini registration guide. Follow the steps outlined in the mini registration guide to successfully complete your registration.



The screenshot shows the Bingham University Applicants Registration Portal dashboard. At the top, there is a header with the university logo and the text "BINGHAM UNIVERSITY APPLICANTS REGISTRATION PORTAL". Below the header, there is a navigation bar with five buttons: "DASHBOARD", "REGISTRATION AREA", "CHANGE PASSWORD", "PRINT PREVIEW", and "LOGOUT". The "REGISTRATION AREA" button is highlighted. The main content area is divided into two sections. On the left, there is a "REGISTRATION AREA" section with three sections: "Section A - Personal Data", "Section B - Educational Data", and "Section C - Parent / Guardian / Sponsor's Information". Below these sections, there is a link "View Uploaded Documents" and a red "INCOMPLETE" status indicator. On the right, there is an "UPLOAD AREA" section with two upload options. The first is "Upload Passport Photograph (Size: 105px X 115px image Format: jpg, png, jpeg, gif)" with a "Browse..." button and an "Upload Passport" button. The second is "Upload ALL Required Original Credentials Here" with a "Browse..." button and an "Upload Credentials" button. At the bottom of the page, there is a footer that reads "Bingham University, Applicants Online Registration Portal 2011".

Personal Data

You are expected to fill the “**Personal Data**” form taking into account all required fields marked with red asterisk(*). Also you should read instructions from the “**IMPORTANT NOTE**” section by the right of the form for further clarification.



BINGHAM UNIVERSITY

APPLICANTS REGISTRATION PORTAL

DASHBOARDREGISTRATION AREACHANGE PASSWORDPRINT PREVIEWLOGOUT

A - PERSONAL DATA

Title
Mr

Surname *
Onen

First Name *
Mfawa

Other Names

Home/Mailing Address *

NOT P.O.Box

GSM/Phone No. *
08030796088 e.g 080123456789

Email Address *
muffycompoqm@gmail.com

Date of Birth *
11 April 2011 e.g 03, February, 1990

Sex
Male *

State of Origin
Abia *

Country
Afghanistan *

Religion
Christian *

If Christian, Pastor's Name

Pastor's Address

IMPORTANT NOTE!

Read carefully before filling this form.

All fields marked with asterisk (*) are mandatory!

The “**Denomination**” field is only used for statistical purpose.

The “**Maiden Name**” field is for Married Women only.


The “**Former Name**” field is used for any other change of name.

A

B

Educational Data

After filling the Personal Data section, proceed to Educational Data section where you will be presented with a form to document all your educational qualifications including JAMB number and score as seen below.



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DASHBOARDREGISTRATION AREACHANGE PASSWORDPRINT PREVIEWLOGOUT

B - EDUCATIONAL DATA

First Choice *

Second Choice *

Schools attended with dates *

Institution	From	To	Qualification

JAMB Registration No. *

JAMB Score

Examinations Passed *

Exam	Date	Exam No.	Subject	Grade
Exam			Subject	Grade
Exam			Subject	Grade
Exam			Subject	Grade
Exam			Subject	Grade
Exam			Subject	Grade
Exam			Subject	Grade
Exam			Subject	Grade
Exam			Subject	Grade
Exam			Subject	Grade
Exam			Subject	Grade

Alternative/Additional Examinations Passed (Optional)

Exam			Subject	Grade
Exam			Subject	Grade
Exam			Subject	Grade
Exam			Subject	Grade

IMPORTANT NOTE!

Read carefully before filling this form.

All fields marked with asterisk (*) are mandatory!


For schools attended, fill **Institution** e.g FGC Maiduguri, **From** e.g 2003, **To** e.g 2004, **Qualification** e.g NECO

If **JAMB** score is not available yet, enter A/R for **Awaiting Result**.

For Examinations Passed, fill **Exam** e.g WAEC, **Date** e.g 2000, **Examination No.** e.g 10123456AB, **Subject** e.g English, **Grade** e.g B3

Parent/ Guardian/ Sponsor's Information

Next you are expected to complete the Parent/ Guardian/ Sponsor's Information form shown below taking note of the "IMPORTANT NOTE" section.



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DASHBOARD REGISTRATION AREA CHANGE PASSWORD PRINT PREVIEW LOGOUT

C - PARENT / GUARDIAN / SPONSOR INFORMATION

Parent/Guardian Name *

Parent/Guardian Home Address *

Parent/Guardian Office Address

Relationship with Parent/Guardian above*

Mobile Phone No. *

Parent/Guardian Email Address

Parent/Guardian Occupation *

Sponsor's Name

Sponsor's Home Address

IMPORTANT NOTE!

Read carefully before filling this form.

All fields marked with asterisk (*) are mandatory!

Upload Area

Now to complete your application form, you will need to upload a scanned copy of your recent passport photograph. To upload your passport, click on browse and select your passport photograph and finally click on “**Upload Passport**” button.

After uploading your passport photograph, you are expected to upload scanned copies of your original O-level results (**WAEC** and **NECO**) by clicking browse and selecting the scanned copy of your result, after which you click on “**Upload Credentials**” button.

The screenshot displays the Bingham University Applicants Registration Portal. At the top, there is a header with the university logo and the text "BINGHAM UNIVERSITY APPLICANTS REGISTRATION PORTAL". Below the header is a navigation bar with buttons for "DASHBOARD", "REGISTRATION AREA" (highlighted), "CHANGE PASSWORD", "PRINT PREVIEW", and "LOGOUT".

The main content area is divided into two columns. The left column, titled "REGISTRATION AREA", contains three sections: "Section A - Personal Data", "Section B - Educational Data", and "Section C - Parent / Guardian / Sponsor's information". Below these sections are links for "View Uploaded Documents" and "REGISTRATION STATUS". The "REGISTRATION STATUS" is currently displayed as "INCOMPLETE".

The right column, titled "UPLOAD AREA", contains two upload sections. The first section is for "Upload Passport Photograph" (Size: 105px X 115px Image, Format: jpg, png, jpeg, gif) and includes a "Browse..." button and an "Upload Passport" button. The second section is for "Upload ALL Required Original Credentials Here" and includes a "Browse..." button and an "Upload Credentials" button. Red arrows labeled "A" and "B" point to the "Browse..." buttons in the passport and credentials sections, respectively. A red arrow labeled "C" points to the "View Uploaded Documents" link.

At the bottom of the page, there is a footer that reads "Bingham University, Applicants Online Registration Portal 2011".

Viewing Uploaded Documents

You can view all the documents you uploaded by clicking the “**View Uploaded Documents**” link. This allows you to **preview** or **delete** any document that was uploaded in error. Another item to take note of is the “**Registration Status**” which turns to “**COMPLETED**” when completed and “**INCOMPLETE**” when the registration is not completed.



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[DASHBOARD](#)[REGISTRATION AREA](#)[CHANGE PASSWORD](#)[PRINT PREVIEW](#)[LOGOUT](#)

DOCUMENT VIEW AREA

Document: [scanned_pix_003.jpg](#) | [preview](#) | [delete](#)

[Back to Registration Area](#)

IMPORTANT NOTE!

You can override a previous document by uploading a file with the same name.

Click **delete** to remove a document

Bingham University, Applicants Online Registration Portal 2011

Changing Password

This step is optional but allows you to change your password to something you can remember since the current password you are using was randomly generated. Enter the current password followed by the new password you will like to use. The system will log you out so that the changes will take effect. You can now login with your username and your new password.



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[DASHBOARD](#)[REGISTRATION AREA](#)[CHANGE PASSWORD](#)[PRINT PREVIEW](#)[LOGOUT](#)

CHANGE PASSWORD

Old Password *

New Password *

Confirm Password *

IMPORTANT NOTE!


You will have to re-login with the **new password** after changing your current password

Try combining letters and numbers.

Bingham University, Applicants Online Registration Portal 2011

Resetting Password

This step is also optional but allows you to reset your password in an event that you misplace or forget your password. To reset your password, click on “**FORGOT PASSWORD? Click here**” link. On the password reset page, enter your **username** and the **mobile number** you used when registering for the first time. Click “Reset Password” button to complete the process. You will receive an email containing your new login details (**password** etc). Use the new credentials to login and always remember to change your password to something you can remember as outlined above.




A screenshot of a "PASSWORD RESET" form. The form has a title "PASSWORD RESET" with a red arrow and the number "1" pointing to it. Below the title are two input fields: "Username" and "GSM No.", with red arrows and the number "2" pointing to both. At the bottom of the form is a "Reset Password" button with a red arrow and the number "3" pointing to it.

Printing Completed Registration Form

Now you will have to produce printed copies of your completed registration form and also download the referee forms. To print your work, click on the “Print Preview” link on the menu and you will see a printable version of your completed form. Now press **CTRL+P** or depending on the web browser you use, click on **File->Print** to print the completed form.

BINGHAM UNIVERSITY
P.M.B. 005 Karu, Nasarawa State, Nigeria

Username: usebin209776
Teller No: 865324


Motto: Mission for Service (Mark 10:45)



APPLICATION DETAILS FOR UNDERGRADUATE ADMISSION

SECTION A - PERSONAL DATA

TITLE:	MR
SURNAME:	BINGHAM
FIRST NAME:	USER
OTHER NAMES:	DEMO
HOME/MAILING ADDRESS:	MY HOME ADDRESS
MOBILE PHONE NO:	08030796088
E-MAIL ADDRESS:	muffycompoqm@gmail.com
DATE OF BIRTH:	1995-02-12
SEX:	MALE
COUNTRY:	NIGERIA
STATE OF ORIGIN :	BORNO STATE
RELIGION:	CHRISTIAN
If a Christian:	
PASTOR'S NAME:	SAMSON DANKOMBO
PASTOR'S ADDRESS:	PASTOR'S ADDRESS IN MY CHURCH
PASTOR'S PHONE NO:	08059443154
DENOMINATION:	ECWA
MARITAL STATUS:	SINGLE
MAIDEN NAME: <i>(Married women only)</i>	
FORMER NAMES: <i>(For any other change of name)</i>	

Please, note that Bingham University is a fully residential Institution.
Permission to live off campus is rarely given, and then only in extreme circumstances.